

1 FAM 020

THE SECRETARY OF STATE (S)

(CT:ORG-138; 04-25-2005)
(Office of Origin: S/ES-EX/GSO)

1 FAM 021 THE SECRETARY OF STATE (S)

1 FAM 021.1 Responsibilities

(CT:ORG-138; 04-25-2005)

- a. The Secretary has responsibilities, by virtue of law or Executive order, with respect to such matters as international educational and cultural affairs, information activities, foreign assistance, food for peace, arms control and disarmament, supervision of programs authorized by the Peace Corps Act, social science research, immigration, and refugee assistance.
- b. The Secretary has authority and responsibility to the full extent permitted by law for the overall direction, coordination, and supervision of interdepartmental activities of the U.S. Government abroad. This authority includes continuous supervision and general direction of:
 - (1) Peace Corps programs;
 - (2) Economic assistance;
 - (3) Military assistance;
 - (4) Military education and training; and
 - (5) Military sales programs as provided in the Foreign Assistance Act of 1961, as amended; Peace Corps Act; and Foreign Military Sales Act.
- c. The authority does not extend to:
 - (1) The activities of U.S. military forces operating in the field where such forces are under the command of a U.S. area military commander;
 - (2) Such other military activities as the President elects to conduct through military channels; and

- (3) Activities which are internal to the execution and administration of the approved programs of a single department or agency and which are not of such a nature as to affect significantly the overall U.S. program in a country or region abroad.
- d. *The Secretary has authority and responsibility* for the execution of foreign policy and for the direction, coordination, and supervision of interdepartmental activities abroad, the Secretary of State utilizes, in addition to the normal Department resources, the system of NSC Interdepartmental Groups and the Under Secretaries Committee outlined in 1 FAM 013.1. Within the purview of these responsibilities, the Secretary delegates executive authority to the committee chairmen.
- e. Has substantive and coordinating responsibility for the following Foreign Affairs Manual (FAM) materials:
 - (1) 1 FAM 011 through 1 FAM 013 inclusive;
 - (2) 1 FAM 020—The Secretary of State (S);
 - (3) 2 FAM 010—Areas of Responsibility for the Conduct of Foreign Relations (S);
 - (4) 2 FAM 200—Privileges and Immunities (S/CPR);
 - (5) 2 FAM 300—Protocol, Precedence, and Formalities (S/CPR);
 - (6) 2 FAM 750—Action and Clearance Procedures (S); and
 - (7) 2 FAM 940—Payment of Rewards for Information in Cases of International Terrorism (S/CT).

1 FAM 021.2 Organization

(TL:ORG-104; 06-30-2001)

An organization chart for S is found in 1 FAM 021 Exhibit 021.1.

1 FAM 021.3 Authorities

(TL:ORG-104; 06-30-2001)

- a. The Secretary of State’s basic authority derives from those provisions of the U.S. Constitution which vest in the President the power to make treaties and appoint ambassadors, other public ministers, and consuls, by and with the advice and consent of the Senate. A number of specific

responsibilities, authorities, and requirements, too numerous to list, are vested in the Secretary by State Authorization Acts (i.e., FY 94-95, FY 92-93, etc.). Some of these are redelegated within the Department. The Secretary's authorities are more properly found in 1 FAM 011 and 1 FAM 012.

- b. Congress established the position of Ombudsman for Civil Service Employees (S/CSO) in Section 172 of the Foreign Relations Authorization Act, FY 1988-1989 (Public Law 100-204).
- c. S/FSG authority is derived from chapter 11 of the Foreign Service Act of 1980 and implementing regulations (3 FAM 600, 22 CFR Ch. 9).

1 FAM 022 OFFICE OF THE SECRETARY OF STATE (S)

1 FAM 022.1 Chief of Staff (S/COS)

(TL:ORG-104; 06-30-2001)

The Chief of Staff:

- (1) Reports directly to the Secretary of State (S);
- (2) Performs such managerial and policy duties as the Secretary directs; and
- (3) Works closely with the Executive Secretary (S/ES), as required.

1 FAM 022.2 Executive Secretariat (S/ES)

(TL:ORG-104; 06-30-2001)

- a. The Special Assistant to the Secretary and Executive Secretary of the Department, with rank administratively equivalent to an assistant secretary, ensures the prompt, efficient, and orderly staffing of policy problems requiring the attention of the Secretary (Deputy and Under Secretaries) in the coordination of material presented to them and the implementation of decisions made by them.
- b. The Executive Secretariat also:
 - (1) Directs and controls official action, briefing, and information documents to and from the Secretary (Deputy and Under

Secretaries) and ensures implementation of decisions made by them;

- (2) Serves as the official channel for the transmission of information and recommendations from the Department to the White House and other U.S. Government departments and agencies;
- (3) Serves as the official channel for the receipt from the White House of instructions and responses to recommendations, assigning action on them and following up to ensure implementation;
- (4) Coordinates the Department's role in the National Security Council (NSC) system. Provides guidance and support to bureaus on the functions of the interagency system;
- (5) Coordinates the Department's role in the cabinet system including meetings of the cabinet and cabinet councils; tasks and reviews papers required for these meetings;
- (6) Serves as focal point within the Department in alerting officials to the emergence of crises, ensures prompt action to deal with them, and effects coordination with other agencies; and
- (7) Ensures that documents addressed to the principals have received adequate staff review.

1 FAM 022.1-1 Executive Office (S/ES-EX)

(TL:ORG-104; 06-30-2001)

The Executive Office provides management support and a complete range of administrative services for the Secretary, Deputy Secretary, Under Secretaries, and their staff offices which comprise the S area. This office provides logistical support for official travel by the Secretary and other Department principals.

1 FAM 022.2-2 Secretariat Staff (S/ES-S)

(CT:ORG-138; 04-25-2005)

The Secretariat Staff:

- (1) Coordinates and reviews written material submitted by all Department units for the attention for the Secretary, *Deputy Secretary, and Under Secretary for Political Affairs;*

- (2) Ensures coordination and implementation of actions directed by these officers of the Secretary, *Deputy Secretary and Under Secretary for Political Affairs*;
- (3) Coordinates preparations for international conferences, high level visits, and other major meetings in which the Secretary, *Deputy Secretary and Under Secretary for Political Affairs participate*;
- (4) *Provides logistical support and prepares all briefing materials for official overseas and domestic travel of the Secretary*;
- (5) *Tasks and prepares all the briefing materials for the official overseas travel of the Deputy Secretary and Under Secretary for Political Affairs*;
- (6) *Tasks and reviews papers for the White House; and*
- (7) *Coordinates preparations for Interagency Working Group (IWG), Principals Committee (PC), Deputies Committee (DC), NSC, NEC, and Cabinet meetings. Tasks papers as needed.*

1 FAM 022.2-3 Office of Correspondence and Records (S/ES-CR)

(TL:ORG-105; 08-06-2001)

- a. The Office of Correspondence and Records (S/ES-CR) is responsible for:
 - (1) Records management and research;
 - (2) Tracking and tasking correspondence for the Secretary and other Department principals;
 - (3) Reviewing diplomatic notes and correspondence for the Secretary and Department principals; and
 - (4) Providing guidance on correspondence prepared for signature by Department principals and the White House.
- b. S/ES-CR is comprised of two units. The:
 - (1) Correspondence Unit; and
 - (2) Records Management Unit.

1 FAM 022.2-4 Operations Center (S/ES-O)

(CT:ORG-138; 04-25-2005)

The Operations Center:

- (1) Is the Department of State's around-the-clock alerting, briefing and crisis management office;
- (2) By maintaining a 24-hour global watch, alerts and briefs top officers of the Department, task forces, and concerned Department bureaus on important developments requiring immediate attention, and ensures that prompt action is taken, as necessary;
- (3) Functions as the Department's point of contact for the interagency exchange of crisis-related information, *including the compilation of current information on the number of official and private American citizens and third country nationals present in each country overseas;*
- (4) Screens and distributes cables and other documents for the Secretary and principal officers and is responsible for the preparation of daily summary reports;
- (5) Controls, on behalf of the Executive Secretary, sensitive categories of telegraphic traffic which are sensitive in content or timing;
- (6) Provides crisis management support to the Department. Under authority delegated by the Secretary, with the policy guidance of the Under Secretaries for Political Affairs and Management, and at the direction of the Executive Secretary, has the principal Department responsibility for initial formal and informal crisis management operations. Under authority assigned by Presidential Directive 27 (1/19/78), assumes initial action responsibility on asylum requests, acts of terrorism/hijackings, and other non-military incidents which could have implications for our foreign relations;
- (7) Has responsibility for testing and assessment of the Department's crisis management capabilities;
- (8) Coordinates planning and implementation of plans within the Department and the interagency community, through the Washington Liaison Group for the protection and evacuation of U.S. citizens abroad in emergencies;

- (9) Serves as primary point of contact and support office for the Secretary of State and the Secretary's party when traveling;
- (10) *Provides full-time support for Task Forces convened by the Executive Secretary in response to international crises; and*
- (11) *Monitors events that threaten the security of the U.S. Missions, their personnel, and private Americans overseas, and provides briefs to Department principals and the interagency community on developing situations.*

1 FAM 022.2-5 Information Resources Management Office (S/ES-IRM)

(TL:ORG-104; 06-30-2001)

The Information Resources Management Office develops, implements, and operates all information management and records management systems for the Secretary, the Deputy Secretary, the Under Secretaries, the Counselor, the Executive Secretariat, and other specific offices.

1 FAM 022.3 Ombudsman For Civil Service Employees (S/CSO)

(TL:ORG-62; 01-31-95)

- a. The Ombudsman advises the Secretary of State and senior Department management on Civil Service issues, so as to ensure the ability of Civil service employees to contribute to the achievement of the Department's foreign affairs responsibilities, and represents the career interests of Civil Service employees.
- b. By law (section 172 of Public Law 100-204, 22 U.S.C. 2664a), must be a career-reserved member of the Senior Executive Service. In furtherance of this mandate, the Ombudsman:
 - (1) Serves as senior advisor to the Secretary of State and senior Department management on matters pertaining to the effective and efficient utilization of the Civil Service workforce;
 - (2) Conducts evaluations and analyses of career opportunities and promotion pathways, developmental assignments, training, morale, and other matters relevant to the promotion of a vigorous and stable Civil Service workforce;

- (3) Maintains an awareness of matters of concern to Civil Service employees by consulting with employee representatives and maintaining an "open door" for the expression of ideas and suggestions; and
- (4) Reports to the Secretary on activities that have a significant effect on Civil Service employment.

1 FAM 022.4 Deputy Assistant Secretary for Civil Rights (S/OCR)

(TL:ORG-106; 09-26-2001)

The Deputy Assistant Secretary for Civil Rights:

- (1) Serves as principal adviser to the Secretary of State and other principal officials on equal employment opportunity and civil rights matters;
- (2) Directs the activities of the Office of Civil Rights, which directs the Equal Employment Opportunity and Civil Rights Programs of the Department and its Foreign Service posts. Serves as the Director for the Department's Equal Employment Opportunity Advisory Council, which consists of members of Asian and/or Pacific Americans, Black Americans, Hispanic Americans, and women employee organizations of the Department;
- (3) Implements the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the non discrimination provisions of the Foreign Service Act of 1980; and other statutes, executive orders, and regulations to ensure equal opportunity for applicants and employees without regard to race, color, religion, sex, national origin, age, handicap, marital status, or political affiliation, and to ensure non discrimination in all programs or activities conducted and/or funded by the Department;
- (4) Manages special emphasis efforts for all minorities and women, including the Federal Women's Program and the Hispanic Employment Program; and provides technical assistance to the Department's Handicap Program Manager and Selective Placement Coordinator;
- (5) Ensures compliance with requirements for the development, submission, and promulgation of Affirmative Action Plans and civil

rights enforcement plans, guidelines, and regulations;

- (6) Monitors, evaluates, and advises in personnel processes such as recruitment, training, upward mobility, assignment, and promotion to ensure the achievement of equal employment opportunity objectives;
- (7) Counsels employees and applicants on EEO-related training so that all categories of employees are instructed at various stages of their careers on their rights, duties, and responsibilities;
- (8) Administers the equal employment opportunity discrimination complaint procedures, insuring availability of EEO counselors and investigators;
- (9) Maintains liaison with the Equal Employment Opportunity Commission, the Office of Personnel Management, the Department of Justice, foreign affairs agencies, and other U.S. Government agencies and employee organizations, equal employment opportunity and civil rights; and
- (10) Maintains liaison with non-U.S. Government organizations as appropriate in the interest of equal opportunity and civil rights, and in support of related programs, events, and celebrations.

1 FAM 022.5 Coordinator for Counter-terrorism (S/CT)

(TL:ORG-104; 06-30-2001)

The Coordinator for Counter-Terrorism exercises policy oversight for all State Department counter-terrorism programs, including training, and works closely with the regional bureaus and the Bureau of Diplomatic Security. The office is also responsible for interagency coordination of all U.S. Government Anti-terrorism Assistance Act of 1986, and is responsible for coordinating other interagency counter-terrorism activities.

1 FAM 022.6 Open Forum (S/OF)

(CT:ORG-138; 04-25-2005)

- a. The Open Forum (S/OF), headed by an elected Chairperson who serves directly under the Secretary of State, brings new or alternative policy recommendations to the Secretary and other principals from U.S. Government employees, at all levels, of the Department of State and

USAID. The Open Forum provides opportunities for any employee to express professional views (including dissenting views) candidly, free of bureaucratic constraints, and under safeguards against pressures or penalties.

- b. The Chairperson is assisted by an elected Vice Chairperson. They are elected from among employees of State and USAID, by periodic balloting; which is open to all employees of these agencies holding a secret clearance.
- c. Administrative resources for the Open Forum are provided through the Policy Planning Staff (S/P).
- d. The Chairperson:
 - (1) Monitors the operation of the Dissent Channel to ensure compliance with the spirit and the letter of the applicable regulations (see Foreign Affairs Manual Volumes 2, 3 and 5);
 - (2) Operates the Open Forum Channel through which any employee of these agencies may submit to the Secretary, and other principals, new or alternative policy ideas (other than views which are suitable for the Dissent Channel);
 - (3) *Operates a speaker program in which experts periodically address employees to stimulate thinking on foreign-policy issues;*
 - (4) *Monitors personnel procedures to ensure that no employee is subjected to pressures or penalties, in any manner, for the expression of views through these means described above; and*
 - (5) *Seeks to obtain appropriate awards (e.g., the American Foreign Service Association's annual Herter, Rivkin, and Harriman Awards), and other recognition and reward, for employees who demonstrate both courage and discipline in advocating their views.*

1 FAM 022.7 U.S. Global AIDS Coordinator (S/GAC)

(CT:ORG-138; 04-25-2005)

The U.S. Global AIDS Coordinator oversees all U.S. international HIV/AIDS assistance and coordinates the efforts of the various agencies and departments that deliver it. The Coordinator has primary responsibility for all resources and international activities of the U.S. Government to combat the HIV/AIDS pandemic, including U.S. contributions to the Global Fund to Fight AIDS, Tuberculosis, and Malaria, and to advance the HIV/AIDS

prevention, care and treatment goals laid out by the President in his Emergency Plan for AIDS Relief and in P.L. 108-25, The United States Leadership Against HIV/AIDS, Tuberculosis, and Malaria Act of 2003.

1 FAM 022.8 Office of War Crimes Issues (S/WCI)

(CT:ORG-138; 04-25-2005)

The Office of War Crimes Issues, headed by the Ambassador-at-Large for War Crimes Issues, advises the Secretary of State directly and formulates U.S. policy responses to atrocities committed in areas of conflict and elsewhere throughout the world. As the President's envoy, the Ambassador travels worldwide engaging heads of state and international organizations to build bilateral and international support for U.S. policies. The Ambassador visits affected countries and uses a range of diplomatic, legal, economic, military, and intelligence tools to help secure peace and stability and build the rule of law. Since September 11, 2001, the office has played a key diplomatic role with foreign governments whose nationals have been captured in the war on terror. The office also has primary responsibility for policy on Iraqi war crimes.

1 FAM 023 POLICY PLANNING STAFF (S/P)

(CT:ORG-138; 04-25-2005)

- a. The Director of the Policy Planning Staff, with rank administratively equivalent to an assistant secretary, and the members serve as a basic staff for the Secretary and other principals, providing substantive staff analysis, review, and advice, including recommendations for alternative courses of action, on major ongoing and prospective policy issues, the interrelationship between issues, and the strategic or longer term consequences of actions.
- b. The Director and the members:
 - (1) Identify gaps in policy, new problem areas, and emerging situations requiring policy attention and formulate policy to meet these requirements. Prepare initial studies and recommendations on major policy problems and coordinates implementation, as necessary, with regional and functional bureaus;
 - (2) Conduct broad analytical studies of regional or functional issues which have impact on several regions and merit an effort to develop broad principles for general application;

- (3) Collaborate with regional and functional bureaus in preparation of policy papers and briefing material for meetings and trips by Department principals and visits of senior foreign officials;
- (4) Seek to ensure that memoranda presented to Departmental principals contain the fullest range of policy options and suggestions for alternative courses;
- (5) Assist in the preparation of public addresses and other material for public appearances by the Secretary, the Deputy Secretary, and other principal officers. Coordinates statements, and talking points for public occasions;
- (6) *Provide substantive input for the Department's recommendations to the National Security Council and National Economic Council. Maintain close contact with counterparts on National Security Council and National Economic Council staffs to ensure policy coordination. Coordinate within the Department and other agencies the preparation of responses to Presidential Review Directives or Presidential Decision Directives;*
- (7) Represent the Department in regularly scheduled bilateral and multilateral policy planning discussions with key countries and/or organizations such as France, Germany, Japan, the United Kingdom *Canada, China*, NATO's Atlantic Policy Advisory Group, the EU, and Brazil;
- (8) Develop and maintain relations with the academic community and with outside sources of foreign affairs expertise, directly and through supporting policy consultants and policy-oriented external research arrangements; and
- (9) Encourage and support the open Forum and similar efforts to develop participation and policy innovation in foreign affairs.

1 FAM 024 CHIEF OF PROTOCOL (S/CPR)

(CT:ORG-138; 04-25-2005)

The Chief of Protocol:

- (1) Serves as the protocol official for the U.S. Government and advises the President, the Vice President, the Secretary of State, and other high-ranking officials on matters of national and international protocol;

- (2) Plans, arranges, and executes detailed programs for visiting chiefs of state, heads of government, foreign ministers, and high officials and accompanies such officials on U.S. tours;
- (3) Plans and makes detailed arrangements for Presidential delegations to funerals, inaugural, independence, and similar ceremonies abroad;
- (4) In cooperation with the Under Secretary for Management, the Executive Secretary and the regional bureau concerned, serves as coordinator within the Department and between the Department and the White House on all protocol matters for Presidential or Vice Presidential travel abroad and for travel and other accommodations for meetings in the United States (other than in Washington) between the President or the Vice President and chiefs of state or heads of government;
- (5) Plans and assists in carrying out programs for certain public events where the diplomatic corps is involved, including U.S. Presidential Inaugurations and State funerals;
- (6) Plans and executes arrangements for official functions given by the Secretary of State, the Vice President, and high-ranking U.S. Government officials; provides general ceremonial advice as requested by officials or the public.
- (7) Coordinates with the White House on the presentation of credentials of foreign ambassadors to the President;
- (8) Has primary responsibility within the Department for all activities associated with the:
 - (a) Accreditation of ambassadors, ministers and charges;
 - (b) Accreditation of diplomatic and consular officers assigned to the foreign missions, the permanent missions to the United Nations, the delegations to the Council of the Organization of American States, and other international organizations in the United States (including territories and possessions); and
 - (c) Registration of other employees of foreign governments and employees of public international organizations in the United States, its territories and possessions;
- (9) Maintains the official records regarding the status of:
 - (a) All diplomatic and consular officers of foreign governments

ac-credited to or accepted by the United States and members of their staffs; and

- (b) All other employees of foreign governments and employees of public international organizations in the United States (including territories or possessions), who are entitled to privileges and immunities pursuant to the laws of nations and the law of the United States or any treaty or other international agreement to which the United States is a party.
- (10) It is responsible for publication of the Diplomatic List and the list of Foreign Consular Offices in the United States;
 - (11) Administratively determines eligibility of diplomatic, consular, and other foreign government officers and employees with respect to rights, privileges, and immunities; issues appropriate credentials. Advises State and local government authorities on the privileges and immunities to which such persons are entitled and related matters; extends good offices to facilitate the resolution of disputes arising out of diplomatic and consular immunities; provides certifications of the immunity status of individuals for use in court cases; requests waiver of immunity in appropriate cases; and assists in the negotiations of consular conventions and other treaties and agreements involving rights, privileges and immunities of foreign government missions and personnel;
 - (12) Provides advice and assistance to diplomatic missions in coordination with the Office of Foreign Missions regarding such matters as establishment of new missions, consular posts, and other special-purpose posts; the location of embassies and chanceries; and serves as liaison with other Federal agencies, the Government of the District of Columbia, State and local government authorities and attorneys, on matters of common concern;
 - (13) Arranges clearances for foreign government aircraft and/or naval vessels visiting U.S. ports in connection with specific high level visits ((all others are handled by the Bureau of Political-Military Affairs (PM)), and for certain U.S. public vessels visiting foreign ports;
 - (14) Promotes development of the Chancery Section of the International Center in the Nation's Capital created by Public Law 90-553, approved October 8, 1968, as amended;
 - (15) Manages the operations and use of the President's Guest House (Blair House); represents the Department of State in coordinating

the maintenance of the Guest House with the General Services Administration (GSA);

- (16) Maintains an office in New York City to provide support for visits and ceremonial functions;
- (17) Serves as co-chairperson and principal interagency liaison for task forces and working groups established for specific terrorists incidents (e.g., hijackings of planes and ships, bomb attacks and assaults against embassies, and kidnapping of diplomatic personnel and private citizens); and
- (18) The Coordinator also coordinates within the Department and with other U.S. Government agencies for policy and actions on counter-terrorism issues (e.g., closer bilateral cooperation, coordinated actions through the Summit Seven countries and other groups, United Nations initiatives).

1 FAM 025 FOREIGN SERVICE GRIEVANCE BOARD (S/FSG)

(CT:ORG-138; 04-25-2005)

- a. The Foreign Service Grievance Board (S/FSG) is an autonomous statutory body of not less than five independent U.S. citizens, headed by a chairperson, appointed by the Secretary. The Board receives administrative support from the Department; it is funded through the Department's budget.
- b. The Board adjudicates grievances of Foreign Service employees whose grievances were not resolved to their satisfaction by the foreign affairs agencies—the Department of State, the Agency for International Development, the Foreign Commercial Service, and the Foreign Agriculture Service. It is empowered to make binding decisions and orders, or in specified areas, formal recommendations to the agency head, subject to judicial review.
- c. The Board makes decisions in certain disputes ("institutional grievances") between the foreign affairs agencies and the employee representative organization (AFSA).
- d. The Board provides hearings to Foreign Service employees who are to be separated for cause.
- e. The Board hears appeals on claims for overpayment of Foreign Service

annuities.

1 FAM 026 THROUGH 029 UNASSIGNED

1 FAM 021 EXHIBIT 021.1

OFFICE OF THE SECRETARY OF STATE

(S)

(CT:ORG-138; 04-25-2005)

